XF – INSUFFICIENT FUNDS ADJUSTMENT TRANSACTION

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XF – INSUFFICIENT FUNDS

FIGURE TABLE OF CONTENTS

ICONS

Throughout this adjustment section are explanations of the procedure as well as procedural steps. Also, there are decision-making options for times when the user has to make a decision based on his/her business needs. As an aide, there are three (3) icons on the left to help you quickly identify the text. The icons are:

△ = Explanation

? = Decision

▶ = Procedural Steps

Insufficient Funds (XF)

The insufficient funds (XF) transaction is system generated at the time of payroll production. It identifies the department, account and individual employees whose payroll is not sufficiently funded for a given pay period. Employee payments are held as a result and are not released until sufficient funds are available. The related payroll charge is suspended at the department's 9's account.
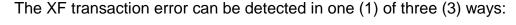
Preventing The XF Transaction

If all your payroll is entered before the Predictive Run, the XF transaction can be prevented by reading the PCRS Predictive Reports in View Direct and taking the appropriate action of either: (1) funding the account, or (2) redirecting the charges, if authorized by rules, before payroll goes into production.

See the list of predictive reports in the distribution subsystem section of this manual. These should be checked every pay period.

Detecting the XF

The XF transaction error can be detected in one (1) of three (3) ways:

1. Accessing the Holding File. XF's have a status of REJCT.

2. The PCRS production reports in View Direct. The two Department CTPC reports: Employee Detail and Account Detail.

3. A letter from the Comptroller's Office. Refer to Figure 1 for a sample.

Response:

```
Enter a selection or press <PF12> for main menu.

  VADJTM00    **** P C R S **** (DEVELOPER)  TEST: Work In Progress    4/15/1999
  ITDA31                   Adjustments Subsystem Menu                    12:11 PM
  ------------------------------------------------------------------------------

  Doc-Id Number: 9125001


  Selection: LXF (A Add, M Modify, V View)+ Transaction Type, L for Inquiry List

                    Holding File Inquiry List  Status: _____
                    XF - Insufficient Funds Correction
                    XD - Payroll Data Correction
                    XA - Expenditure Correction
                    XE - Expenditure Refund
                    XC - Prior Year Refund
                    XU - User/Sect; Earn Code/Hours


  Dept: XYZ  Org: 1000                        Pay Period End Date: 09 12 1998
                                                           SSN:
                                                  Employee ID _____

  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
  Done   Help      Exit                                    Prior            Menu
```

Adjustments Subsystem Menu screen

Accessing the Holding File

To access the Holding File, in the Adjustments Subsystem Menu, complete the following fields:

DOC – ID FIELD
The XF Document Id number is system generated. You have the ability to modify a XF transaction either from the holding file (as described in "Listing an Adjustment Transaction" in the Adjustment Introduction section) or from the Adjustments Subsystem Menu. If you choose to modify through the subsystem menu, you need to **enter** the (7) **Doc-Id** characters of the XF transaction to be modified.

SELECTION FIELD
In the **Selection Field** type **<L>** for Inquiry List and **<XF>** to identify the transaction code to be entered, in this case, an insufficient funds transaction.

△ DEPT AND ORG FIELDS
At the bottom of the screen the **Dept** and **Org** fields are pre-filled with your MMARS department and organization code. Based on security, these fields can be modified.

△ PAY PERIOD END DATE FIELD
The **Pay Period End Date** is pre-filled and irrelevant when selecting an XF.

▶ Press **<ENTER>.**

Response:

```
Enter a selection or press <PF12> for main menu.

  VADJTM01                 **** P C R S **** (Production)            10/19/1999
  CTRANY                        Holding File Inquiry                    1:49 PM
 -------------------------------------------------------------------------------
  S
  E      ---Batch  ID--- ----Document  ID----  Entry    Last     Last    Last
  L Stat Tr Dept Number  Tr Dept Org  Number    Date    Update   Term    User
  - ----- -- ---- ------- -- ---- ---- ------- -------- -------- -------- ------
  V_REJCT                 XF XYZ  3110 291D001 19991018 19991018 BATCH    PCRS
  _ REJCT                 XF DOC  0913 291D001 19991018 19991018 BATCH    PCRS
  _ REJCT                 XF DOC  9011 291D001 19991018 19991018 BATCH    PCRS
  _ REJCT                 XF DPU  0307 291D001 19991018 19991018 BATCH    PCRS
  _ REJCT                 XF DYS  1915 291D001 19991018 19991018 BATCH    PCRS
  _ REJCT                 XF DYS  1915 291D002 19991018 19991018 BATCH    PCRS
  _ REJCT                 XF HRD  1000 291D001 19991018 19991018 BATCH    PCRS
  _ REJCT                 XF 096  0011 277D001 19991004 19991004 BATCH    PCRS
  _

 Start List at Tran: __ Dept: ____ Org: _____ Status: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Done  Help        Exit  ?Purg       Tran        Frwd  Prior Home        Menu
```

Holding File Inquiry screen

Viewing XF Transaction

▶

To view a specific XF transaction:

1. In the SEL field, **<TAB>** to the XF transaction to be viewed.

2. Enter **<V>** (for view).

3. Press **<ENTER>.**
    NOTE: Only CTR can modify a XF.

Response:

```
 VADJTM02                  **** P C R S **** (Production)            10/19/1999
 CTRANY                          Maintain Adjustments                     1:44 PM
                        Insufficient Funds Correction Document (XF)
 -------------------------------------------------------------------------------
 Edit/Proc: _  Approval:  _    MMARS Override: _   PCRS Override:  _    Status: RJ
 Pay Prd End Date: 10 16 1999 Acctg Prd: __ ____  Employees: 1
 DOC ID: XF XYZ 3110 291D001  Date: 10 18 1999   Document Total:          98.46

     BUD FY DPT   APPROP  SUB ORG/SB  OBJ/SB PROG TY PRJ/CL/GRC ACTV RPTG
     ------ --- --------- --- ------- ------ ---- -- ---------- ---- ----
                                  Description            Line Amount    I/D
                            ------------------------------ --------------- ---
   01  2000  XYZ 99999  99 ____ __ 999 __ ____ _ _____ ____ ____
                            DEFAULT ACCOUNT DISTRIBUTION_      49.23       D
   02  2000  XYZ 70021001  AA 3110 __ A01 __ G320  _ _____ ____ ____
                            ORIGINAL ACCOUNT DISTRIBUTION_     49.23       I
   __  ____  ___ _____  __ ____ __ ___ __ ____ _ _____ ____ ____
                            _____

 02-PCR82-INSUFFICIENT FUNDS
    -    -
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Done  Help        Exit  VuSel Errs  Selct Back  Frwd  Prior Labor      Menu
```

Maintain Adjustments Insufficient Funds Correction Document (XF) screen

XF Document Overview

△

The XF will always have one decrease line and one increase line when it is generated during payroll. Only after the XF is processed to DONE does it update both MMARS and PCRS detail labor history.

△ **?**

Once in the XF document, the error messages are listed at the bottom of the screen. You can correct the XF either by asking the CTR Payroll Unit to redirect payroll charges to another account, when authorized by rules, or by sufficiently funding the original account in MMARS.

△

All XF transactions are automatically processed each night during the regular nightly batch process. If they do not pass PCRS and MMARS edits, they will remain in a REJCT status in the holding file. If they do pass all edits, they will go to a DONE status in the holding file.

Figure 1
Comptroller's Insufficient Funds (XF) Notification Letter – Sample

The Commonwealth of Massachusetts
Office of the Comptroller
One Ashburton Place, Room 901
Boston, Massachusetts 02108

MARTIN J. BENISON
COMPTROLLER

Phone: (617) 727-5000
Fax: (617) 727-2163
www.state.ma.us/osc/osc.htm

September 27, 2000

Mr. Praxis Hillside, Commissioner
Department of XYZ
999 Anywhere Street
Anywhere, MA 00000

Dear Commissioner Hillside:

As a result of last night's payroll run, Insufficient Funds (XF) transactions have been generated in PCRS. The details of this unfunded payroll are available on View Direct.

Employee payments for the period have been held. Your department should contact the comptroller's payroll unit with the necessary information to correct the funding deficiency.

If you need any assistance, please contact the Payroll Unit at 973-2339.

Sincerely,